

**ABSTRACT**

**[0034]** A digitization process and system which involves the use of a novel label, labeling system and labeling methodology. According to the teachings of the present invention, the label is comprised of two parts one of which is transparent and the other of which is opaque. Bates numbers or other identifiers according to some sequential numbering or ordering scheme are placed on the opaque portion of the label. The labels are placed on document edges prior to scanning and removed after scanning. Following scanning, an interactive quality control process is carried out in order to ensure image integrity against the original document sequence and integrity. After the sequence and integrity of the images is verified, the images are cropped so as to remove the ordering information and then the document may be stored possibly for later retrieval via its unique identifier. In this way, document integrity can be assured and stored document images reflect the actual document appearance rather than as modified by a label or stamped identifier. Labels may easily be removed from the original hard copy documents so that these documents may also be returned to their original form.